

**CLERK-RECORDER  
DEPARTMENT 7  
SUMMARY OF APPROPRIATION  
Fiscal Year 2002 - 2003**

**ADMINISTERED BY: COUNTY CLERK/RECORDER**

<b>FUNDS</b>	<b>2001-2002</b>		<b>2002-2003</b>	
	Actual	Alloc. Positions	Adopted Budget	Alloc. Positions
<b>GENERAL FUND</b>				
22300 County Clerk/Recorder	\$ 4,368,426	50	\$ 6,594,220	52
Subtotal General Fund	\$ 4,368,426	50	\$ 6,594,220	52
<b>TOTAL</b>	\$ 4,368,426	50	\$ 6,594,220	52

## COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

GENERAL FUND 100 — 22300  
Jim McCauley, County Clerk-Recorder-Registrar of Voters

Budget Category	Actual 2000-01	Actual 2001-02	Department Requested 2002-03	CEO Rec 2002-03	Rec Change %	BOS Adopted 2002-03
Salaries & Benefits	\$ 2,156,134	\$ 2,454,690	\$ 2,860,459	\$ 2,830,558	15%	\$ 3,007,212
Services & Supplies	\$ 1,328,755	\$ 1,622,637	\$ 2,145,165	\$ 2,005,165	24%	\$ 3,261,577
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ 6,007	\$ 15,714	\$ 50,000	\$ 50,000	218%	\$ 50,000
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 216,155	\$ 275,445	\$ 275,431	\$ 275,431	0%	\$ 275,431
Gross Budget	\$ 3,707,051	\$ 4,368,486	\$ 5,331,055	\$ 5,161,154	18%	\$ 6,594,220
Less: Chrgs to Depts	\$ (920)	\$ (60)	\$ -	\$ -	-100%	\$ -
Net Budget	\$ 3,706,131	\$ 4,368,426	\$ 5,331,055	\$ 5,161,154	18%	\$ 6,594,220
Less: Revenues	\$ (5,399,988)	\$ (5,641,226)	\$ (5,640,100)	\$ (5,951,352)	5%	\$ (6,949,642)
Net County Cost	\$ (1,693,857)	\$ (1,272,800)	\$ (309,045)	\$ (790,198)	61%	\$ (355,422)
Alloc. Positions	47	50	50	50	0%	52

### Mission and Major Programs

To serve as the custodian of public records, papers or notices required or permitted by law to be deposited for recordation; to serve as an imaging/microfilm center; to issue marriage licenses, passports and notaries; and to conduct voter registration and plan and carry out elections.

To accomplish this mission, the department has identified the following major program service efforts, related costs and number of allocated positions:

MAJOR PROGRAM SERVICE EFFORT	2001-02 APPROP.	ALLOC POS.	2002-03 REQ. BGT.	REQ. POS.	REQ. \$ CHANGE	REQ. POS. CHG.
1. Recording	\$1,111,540	12.00	\$1,279,453	12.00	\$167,913	0.00
Conduct Elections	648,398	7.00	746,348	7.00	97,949	0.00
3. Imaging/Indexing Of Records	1,204,168	13.00	1,386,074	13.00	181,906	0.00
4. County Clerk	463,142	5.00	533,106	5.00	69,964	0.00
5. Maintain Voter Registration	324,199	3.50	373,174	3.50	48,975	0.00
6. Administer Political Reform Act	138,943	1.50	159,932	1.50	20,989	0.00
7. Administration	741,027	8.00	852,969	8.00	111,942	0.00
<b>GROSS BUDGET TOTAL</b>	<b>\$4,631,417</b>	<b>50.00</b>	<b>\$5,331,055</b>	<b>50.00</b>	<b>\$699,638</b>	<b>0.00</b>

**COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS 100 - 22300****Fiscal and Policy Issues**

In October 2001, the Board of Supervisors approved the lease of a new electronic ballot scanning system for the Elections Division. The County implemented use of this new system by Global/Diebold for the March 2002 election. With the recent passage of Proposition 41, \$200 million in State grant funds will be available to eligible counties to replace their outdated voting systems. Placer County will be applying for these available funds to offset a sizeable portion of the financing costs associated with this new elections system.

Due to implementation of E-commerce and changes in Federal and State law, the County Clerk is now testing the electronic submission of documents from title companies for recording purposes. The testing process will continue until reliability and security issues are satisfactorily met. It is anticipated that this new document submission process will be more expeditious and a convenience for customers.

While not included in the proposed budget, the Department is considering the implementation of the Prevention of Land Fraud Program, which would be executed between the Clerk-Recorder's Office and the District Attorney's Office. A new electronic submission document fee, paid by title companies and collected by the Clerk-Recorder, would be used to fund potential litigation costs in the event of a land fraud case. The Department plans to present a proposal to the Board of Supervisors in the near future and, pending Board approval, anticipates implementing the program in FY 2002-03.

**Performance Indicators & Measures**

MAJ. PGM. NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	2000-01 PR. YR. ACTUAL	2001-02 CURR. YR. EST.	2002-03 REQ. BGT. EST.	2002-03 REQ. BGT. \$'S	2002-03 REQ. POSIT.
1.	Record Vital and Official Records - No. of Records	QNTY	152,737	155,000	180,000	\$1,279,453	12.00
	Cost per Record	Dollars	\$6.20	\$7.17	\$7.11		
2.	Conduct Elections - Number of Voters	QNTY	145,509	148,000	154,000	\$746,348	7.00
	Cost per Voter	Dollars	\$3.25	\$4.38	\$4.85		
3.	Index Official and Vital Records - No. of Records	QNTY	501,009	500,000	600,000	\$1,386,074	13.00
	Cost per Record	Dollars	\$2.05	\$2.41	\$2.31		
4.	Issue Marriage Licenses (Conf. & Reg. including Tahoe) - No. of Licenses	QNTY	1,851	1,900	1,900	\$533,106	5.00
	Cost per License	Dollars	\$213.06	\$243.76	\$280.58		

**Recommended Expenditures**

Recommended expenditures include approved cost-of-living and merit adjustments for salaries and benefits. Increased expenditures in services and supplies are attributed to the purchase and other associated costs related to the new Global/Diebold Electronic Ballot scanning system and costs for the November presidential election. Increased expenses also reflect the continued restoration of historic deed books.

**Fixed Assets**

The recommended funding is for reinforced shelving to hold the restored, historic deed books (\$50,000).

### **Recommended Cost Transfers and Revenues**

Increased revenue for FY 2002-03 primarily relates to a district election consolidation that occurred in the early 1990's when nearly every local school district, special district and city moved its governing board elections to an even-numbered year cycle to take advantage of substantial savings for the taxpayers of their respective districts. However, this creates an uneven, biennial revenue stream for the Department. Other estimated revenues are primarily based on actual amounts received year-to-date for services, County growth, and title company projections.

This budget receives fees for document recording estimated at \$1,400,000, an increase of more than \$400,000 over FY 2001-02. In addition, the department collects a general tax revenue for recording real estate and other property transfers, which is budgeted at \$2,800,000, a decrease of \$100,000 from FY 2001-02. Revenue also includes preliminary change-of-ownership fees estimated at \$15,000 for FY 2002-03, an increase from the \$10,600 estimated last year. Additionally, the department collects a fee of \$1.00 per page of each recorded document plus an authorized penalty assessment for any oversized recording documents, to offset the costs of automating the Recorder's records (\$140,418). Fee revenue for microfilming services of \$3.00 per document is budgeted at \$390,400.

Reimbursement from the State for mandated election costs is estimated at \$200,000. This projection is based on actual claims filed, and largely reflects the Elections Division's cyclical revenues referenced above. Other revenues include forms and copying charges (\$7,000) and candidate statement printing fees of \$27,000, a sizable increase over last year's estimate of \$6,000, which is related to the biennial revenue stream.

There is no net county cost associated with this budget; instead, it will provide an increased amount of revenue to the General Fund over the current fiscal year, which is primarily attributed to increases in election revenue.

### **Departmental Concurrence or Appeal**

The County Clerk-Recorder-Registrar concurs with the recommended budget.

### **Final Budget Changes from the Proposed Budget**

The Board of Supervisors approved \$1,222,827 for the purchase of state-approved touchscreen voting equipment, and the costs to operate the optical scan system. To offset these costs Placer County is applying for State grant funds under Proposition 41, the Voting Modernization Act of 2002. The County is eligible for, and anticipates, \$2,015,870 in grant funds that are expected to offset approximately 75% of the costs associated with this new, comprehensive election system. General Fund reserves were cancelled to assist with the purchase of this voting system (\$306,117)

To support an increased workload \$81,580 was included to fund two Recorder-Election Technician positions and ancillary equipment, offset by Recorder Trust Revenue. Additional funding was included for implementation of a personnel classification study (\$101,894), county vehicle mileage (\$5,000), and lease costs for warehouse storage (\$21,765).

# County Clerk-Recorder

## General Fund

Fund: 100

Subfund: 0

Appropriation: 22300

Budget Category (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Dept Req 2002-03 (4)	CEO Rec 2002-03 (5)	BOS Adopted 2002-03 (6)
Salaries & Benefits					
1001Employee Paid Sick Leave	1,598	152	940	500	500
1002Salaries and Wages	1,628,745	1,893,798	2,051,047	2,028,127	2,167,778
1003Extra Help	51,165	22,589	55,200	55,200	55,200
1005Overtime & Call Back	33,996	19,088	30,650	25,000	25,000
1007Comp for Absence-Illness	6,444	1,427			
1015Other Payroll			34,291	34,291	34,291
1300P.E.R.S.	108,314	126,500	184,595	182,532	192,400
1301F.I.C.A.	129,235	143,791	156,905	161,287	169,677
1310Employee Group Ins	184,360	233,438	327,552	323,892	341,401
1315Workers Comp Insurance	12,277	13,907	19,279	19,729	20,965
TotalSalaries & Benefits	2,156,134	2,454,690	2,860,459	2,830,558	3,007,212
Services & Supplies					
2051Communications - Telephone	59,316	68,899	86,805	86,805	87,605
2290Maintenance - Equipment	53,730	178,961	43,790	43,790	43,790
2291Maintenance - Computer Equip	75,297	83,481	194,650	154,650	154,650
2439Membership/Dues	2,652	2,291	4,141	4,141	4,141
2511Printing	33,384	33,336	38,300	38,300	38,300
2522Other Supplies	10,987	34,595	11,050	11,050	11,050
2523Office Supplies & Exp	70,284	70,759	69,250	69,250	69,250
2524Postage	92,402	141,215	222,000	222,000	222,000
2542Court Reporting Outside Vendor	81				
2555Prof/Spec Svcs - Purchased	191,171	190,857	434,190	434,190	434,190
2701Publications & Legal Notices	5,133	5,590	8,000	8,000	8,000
2709Rents & Leases - Computer SW	14,030	15,163			
2710Rents & Leases - Equipment	138,069	176,108	114,600	114,600	120,620
2727Rents & Leases - Bldgs & Impr	12,522	10,680	10,595	10,595	32,360
2831Precinct Costs	155,621	232,620	236,100	236,100	236,100
2832Election Outreach Costs	10,501	3,335	10,252	10,252	10,252
2833Voter Registration Supplies	2,867	2,806	5,000	5,000	5,000
2834Election Supplies	30,427	49,707	76,000	76,000	76,000
2835Ballot Printing & Materials	308,336	239,526	510,000	410,000	410,000
2840Special Dept Expense	16,550	36,977	31,000	31,000	1,253,827
2844Training	4,278	2,304	7,000	7,000	7,000
2860Library Materials	5,889	7,187	3,737	3,737	3,737
2931Travel & Transportation	22,059	21,305	18,200	18,200	18,200
2932Mileage	1,871	1,125	2,005	2,005	2,005
2939Commission Reimbursements		800			
2941County Vehicle Mileage	11,298	13,010	8,500	8,500	13,500
TotalServices & Supplies	1,328,755	1,622,637	2,145,165	2,005,165	3,261,577
Fixed Assets					
4451Equipment	6,007	15,714	50,000	50,000	50,000
TotalFixed Assets	6,007	15,714	50,000	50,000	50,000
Charges From Departments					
5405I/T Maintenance - Bldgs & Improver	5,508	20,384	16,500	16,500	16,500
5456I/T Miscellaneous Expense	301				
5527I/T Prof Services A-87 Costs	60,000	60,000	60,000	60,000	60,000
5552I/T - MIS Services	148,287	184,863	196,931	196,931	196,931
5555I/T Prof/Special Services - Purchase		8,910			
5844I/T Training	400	400			
5880I/T-Public Safety Svcs	1,659	888	2,000	2,000	2,000
TotalCharges From Departments	216,155	275,445	275,431	275,431	275,431
Gross Budget	3,707,051	4,368,486	5,331,055	5,161,154	6,594,220

# County Clerk-Recorder

## General Fund

Fund: 100

Subfund: 0

Appropriation: 22300

Budget Category (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Dept Req 2002-03 (4)	CEO Rec 2002-03 (5)	BOS Adopted 2002-03 (6)
Less: Charges to Departments					
5001Intrafund Transfers		(30)			
5002I/T - County General Fund	(40)	(30)			
5004I/T - Road Fund	(880)				
Total Charges to Departments	(920)	(60)			
Net Budget	3,706,131	4,368,426	5,331,055	5,161,154	6,594,220
Less: Revenues					
6168Real Prop Transfer Tax	(3,135,868)	(3,170,230)	(2,900,000)	(2,800,000)	(2,800,000)
7232State Aid - Other				(196,534)	(1,113,244)
7234State Aid - Mandated Costs	161,836	(221,529)	(200,000)	(200,000)	(200,000)
8117Election Services	(773,435)	(287,188)	(650,000)	(775,000)	(775,000)
8141Civil Process Services	(12,240)	(15,920)	(12,000)	(15,000)	(15,000)
8155Recording Fees Recorder	(1,154,013)	(1,497,641)	(1,300,000)	(1,400,000)	(1,400,000)
8156Micrographic Fees	(347,108)	(314,559)	(400,400)	(390,400)	(390,400)
8218Forms and Photocopies	(8,579)	(4,566)	(7,000)	(7,000)	(7,000)
8254Recorders Automation Fees	(100,678)	(124,974)	(143,700)	(140,418)	(221,998)
8312Candidates Statement Fees	(28,475)	(3,980)	(27,000)	(27,000)	(27,000)
8761Insurance Refunds	(1,034)				
8762State Compensation Insurance R	(394)	(139)			
8764Miscellaneous Revenues		(500)			
Total Revenues	(5,399,988)	(5,641,226)	(5,640,100)	(5,951,352)	(6,949,642)
Net County Cost	(1,693,857)	(1,272,800)	(309,045)	(790,198)	(355,422)